



## Arizona House of Representatives

Majority Research Staff

### MENTOR/MENTEE AGREEMENT

A successful mentee/mentor relationship requires a commitment on the part of both partners. The following agreement is intended to provide a starting framework for the partnership. Either party may withdraw from the relationship at any time by notifying the Research Director. Each party should keep a copy of this agreement and make every effort to fulfill the terms of the agreement.

Mentor \_\_\_\_\_ Contact Number \_\_\_\_\_

Mentee \_\_\_\_\_ Contact Number \_\_\_\_\_

Mentor and mentee are encouraged to share additional contact information as needed.

#### MENTEE GOALS

After the mentee's first session as an analyst, the mentee should establish with the mentor at least **three** professional development or personal growth goals. ***Goals should be SMART: specific, measurable, attainable and relevant. A timeframe for completion should be included.***

Goal	Due date	Measure



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### MEETING AGREEMENT

1. The duration of the formal mentoring program is twelve months.
2. The Mentee and Mentor agree to meet at least once a month for at least 30 minutes.
3. Meetings should be in-person.
4. Mentor and Mentee agree to provide follow up after each meeting to the Research Director.
5. During the first six months, the Mentee and Mentor should allow enough time during meetings for discussion of professional development goals, including topics related to:
  - a. Committee management
  - b. Skill development (public speaking, writing, etc.)
  - c. Effective communication
  - d. Intern mentoring
6. After the analyst's first session concludes, the Mentee and Mentor shall develop SMART goals as noted and allow for time to discuss SMART goals during monthly meetings.
7. Mentee and Mentor will provide a final evaluation at the end of the twelve month program.

### RESPONSIBILITY CHARTER

We agree and commit ourselves to the best of our ability to:

- Abide by the terms of the agreement.
- Prepare before each session.
- Engage in constructive dialogue and discussion.
- Thoughtfully consider advice or recommendations.
- Engage in facilitating a mutual learning experience.
- Be trustworthy and maintain confidentiality.

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Mentee Signature and Date

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Mentor Signature and Date